



COUNTY OF LOS ANGELES

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October 15, 2010

Prospective Proposers:

### **ADDENDUM NUMBER 1 TO DEPARTMENT OF PUBLIC HEALTH SUBSTANCE ABUSE PREVENTION AND CONTROL REQUEST FOR PROPOSALS FOR CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITY TO KIDS SUBSTANCE ABUSE TREATMENT PROGRAM**

As indicated in the Request for Proposals (RFP) for California Work Opportunities and Responsibility to Kids (CalWORKs) Substance Abuse Treatment Program, the County may make changes to the RFP by written addenda. Addendum Number 1 revises the following applicable RFP paragraph/sentences as noted below:

1. TABLE OF CONTENTS, 'ATTACHMENTS', Page iv, shall be revised to read as follows:

"Attachment 8	Other Required Forms
8A:	Proposer's Organization Questionnaire/Affidavit
8B:	Prospective Contractor List of References
8C:	Prospective Contractor List of Contracts
8D:	Prospective Contractor List of Terminated Contracts
8E:	Certification of No Conflict of Interest
8F:	Familiarity with the County Lobbyist Ordinance Certificate
8G:	Request for Local SBE Preference Program Consideration and CBE Firm/ Organization Information Form
8H:	Proposer's EEO Certification
8I:	Attestation of Willingness to Consider GAIN/GROW Participants
8J:	Contractor Employee Jury Service Program Certification Form and Application for Exception
8K:	INTENTIONALLY OMITTED
8L:	Certification of Independent Price Determination and Acknowledgement of RFP Restrictions
8M:	Charitable Contributions Certification
8N:	Transitional Job Opportunities Preference Application
8O:	Certification of Compliance with the County's Defaulted Property Tax Reduction Program
8P:	Federally Funded Health Care Program Affidavit
8Q:	Acceptance of Terms and Conditions Affirmation
8R:	HIPAA Certification Form

Attachment 9	Identification of Person Writing Proposal
Attachment 10	Required RFP Documentation Checklist
Attachment 11	Listing of Contractors Debarred in Los Angeles County ( <b>Reference Only</b> )

2. Section I, 'BACKGROUND', second Paragraph, sixth line, Page 1 shall be revised to read as follows:

"Estimated Fiscal Year ("FY") 2009-10 cost in providing these services to approximately 500 CalWORKs WtW program participants per month, as referred to DPH SAPC by the Department of Public Social Services ("DPSS"), is \$757,083 per month or \$9.08 million per year, which is entirely offset by CalWORKs Specialized Supportive Services dollars allocated by the State for substance abuse treatment."

3. Section II, 'OBJECTIVE', first paragraph, third sentence, Page 2 shall be revised to read as follows:

"DPH will then recommend to the County's Board of Supervisors ("Board") the awarding of a three year agreement (i.e., contract) between proposer(s) and County for the approximate term of July 1, 2011 through June 30, 2014, at a total estimated program cost of \$9.08 million per year."

4. Section III, 'RFP TIMETABLE', fourth and fifth lines, Page 3, shall be revised to read as follows:

"October 25, 2010	4:30 p.m.	Deadline for submitting Mandatory Intent to Apply form
November 18, 2010	3:00 p.m.	Deadline for submitting Proposal"

5. Section IV, 'MINIMUM MANDATORY REQUIREMENTS TO PARTICIPATE', Paragraph 3, Page 4, shall be revised to read as follows:

"3. For any service that the proposer will provide under this RFP, the proposer must demonstrate it has no less than four (4) years of experience in providing that particular day care habilitative treatment services, outpatient counseling services, residential medical detoxification, and/or residential treatment services to CalWORKs WtW program participants. Preferably, the four (4)-years of experience should be current and consecutive, but four (4) years of experience within the last seven (7) years will be acceptable. In other words, each consortium member and lead agency shall individually have no less than four (4) years of experience in the particular type of service they will provide under any awarded agreement herein, whether it is day care habilitative treatment services, outpatient counseling services, residential medical detoxification and/or residential treatment services. (See 'Additional Q&A', item 18 on page 3, for additional information on experience for specific service types.)

6. Section IV, 'MINIMUM MANDATORY REQUIREMENTS TO PARTICIPATE', Paragraph 9, Page 4, shall be revised to read as follows:

"9. Proposers providing day care habilitative program services shall make their services available at a minimum of six (6) hours per day, six (6) days per week. Unless otherwise stated, proposers are not required to provide services on these County-observed holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day

- Veterans' Day
- Thanksgiving
- Christmas Day"

7. Section V, 'SPECIAL NOTICES', Paragraph F., Consortium, Page 8, first paragraph shall be revised to read as follows:

"Proposers who are unable to provide the full range of services specified in this RFP on their own must form a consortium and submit a single proposal as a lead agency, or through a lead agency, that indicates how all four (4) services would be provided by the consortium members to CalWORKs WtW participants. (Note that, a consortium can consist of as many agencies as are needed to provide all the four [4] alcohol and drug treatment and recovery services under this RFP.) The merits of a consortium's proposal will be evaluated on the basis of a successful demonstration of a working collaborative to provide a continuum of step-up step-down services to the target population."

8. Section VI, 'SCOPE OF OPERATIONS', Paragraph E., Funding, Pages 11-12 shall be revised to read as follows:

**"E. Funding**

Approximately \$9.08 million will be available to fund alcohol and drug treatment services to CalWORKs WtW participants countywide. Of this amount, \$585,078 is currently used for SPA 1 services; \$1,219,215 is used for SPA 2 services; \$1,155,620 is used for SPA 3 services; \$1,050,233 is used for SPA 4 services; \$115,380 is used for SPA 5 services; \$2,331,227 is used for SPA 6 services; \$1,229,209 is used for SPA 7 services; and \$1,399,101 is used for SPA 8 services.

SPA	DPSS-CalWORKs Cases	%	Estimated SAPC Treatment Dollars
1	9,863	6.44%	\$ 585,078
2	20,540	13.42%	1,219,215
3	19,469	12.72%	1,155,620
4	17,693	11.56%	1,050,233
5	1,951	1.27%	115,380
6	39,279	25.66%	2,331,227
7	20,715	13.53%	1,229,209
8	23,573	15.40%	1,399,101
<b>Total</b>	<b>153,083</b>	<b>100.00%</b>	<b>\$ 9,085,063</b>

The above funding information is illustrative of DPH's current budget for services provided by forty-seven (47) current contract providers, and indicates which SPAs receive the most funding based upon population need. Proposers should not consider the amounts listed above as the exact funding amount they will receive for each SPA they will propose to serve, since such an amount may be divided among multiple proposers proposing to serve the same SPA. In any event, a proposer's budget should not exceed the total funding allocation for the SPAs to be covered by the proposer.

The funding information presented in the SAPC CalWORKs Billing Summary by Service Planning Area (SPA) for Fiscal Year 2009-10 is historical data and is different from the amounts indicated in the funding allocation table above. The Billing Summary presents the breakdown of actual billings by

type of service by SPA as submitted to and paid for by SAPC for Fiscal Year 2009-10. The funding allocation table above shows the budget of \$9.08 million allocated by SPA based on the estimated DPSS-CalWORKs caseload per SPA. The proposer should use as reference for budgeting purposes, the funding allocation table for \$9.08 million shown above.

DPH will recommend the funding of up to approximately eight (8) to ten (10) proposals for an estimated thirty-six (36) consecutive months from July 1, 2011 through June 30, 2014, as a result of this RFP. These funds must be used to provide direct alcohol and drug treatment recovery services only. Note that funding under this RFP will only be for services provided to WtW participants, and will not include the Asian Pacific Islander Targeted Outreach Project and Homeless CalWORKs Family Project populations. Funding for these two (2) projects is separate."

9. Section VII, 'PROPOSAL PREPARATION AND SUBMISSION', Paragraph B, Subparagraph 4, first bullet under "Documents", Page 15, shall be revised to read as follows:

"Documents:

- Letters of Support, formal agreements/subcontracts, letters of intent signed by lead agency and all consortium members indicating their agreement to sign a subcontract or memorandum of understanding which contains the same contract requirements as the contract between County and the lead agency, and all other stipulations required pursuant to **Section VII, B, 5b, paragraph 7 on Agency Linkages"**
10. Section VII, 'PROPOSAL PREPARATION AND SUBMISSION', Paragraph B, Subparagraph 5.a.(2) fourth bullet on page 17 shall be revised to read as follows:
- A copy of all current State certifications for outpatient treatment services and day care habilitative services and licenses for residential medical detoxification services and residential treatment services from the State Department of Alcohol and Drug Programs ("ADP") for site(s) where services will be provided, as attachments. Alternately, a description of plans and a timetable for obtaining any necessary certifications or licenses from the ADP and city zoning permits. [If each proposer and/or partners do(es) not have the necessary certification(s) and/or license(s) from ADP, then they must **satisfy these requirements before the contract award date, estimated at late May 2011**) with proof that the application is in process and near completion.] In any event, lead agency and consortium members shall comply with Paragraph 12, Compliance with Applicable Law of the County contract body (See Exhibit I) for all services provided. Proposer shall submit a copy of any additional licenses and certificates it uses to meet the requirements of this Paragraph."
11. Section VII., PROPOSAL PREPARATION AND SUBMISSION, Paragraph b, Program Design, through Paragraph c. Proposed Budget, Pages 18 through 21, shall correct Paragraph numbers to be re-designed as follows:
1. Program Objectives and Activities for Consortium re-designated as (1)
  2. Projected Total Number of Participants re-designated as (2)
  3. Appropriateness of Services Provided re-designated as (3)
  4. Staffing re-designated as (4)
  - Staffing Subparagraphs a through e re-designated as a) through e)
  5. Evaluation Design re-designated as c. Evaluation and Design
  6. Project Work Plan re-designated as d. Project Work Plan
  7. Agency Linkages re-designated as e. Agency Linkages
  - c. Proposed Budget re-designated as f. Proposed Budget

Further, wherever such Paragraphs are listed in the RFP, they shall also be re-designated as indicated above.

12. Section VII, 'PROPOSAL PREPARATION AND SUBMISSION', Paragraph B. 5.f, **Proposed Budget** on pages 21-22 shall be revised to read as follows:

**"c. Proposed Budget**

Proposer shall include in Section 2 of the proposal, the **Proposed Summary Budget, Attachment 6** that will represent all costs associated with this project, including but not limited to, a separate line item for estimated income/revenues from projected County allocation. Since it is anticipated that all necessary costs will be provided by funding received from DPSS, such revenue/income shall not include the collection of any participant fees. Note that, any contract awarded as a result of this RFP will be revised to remove Paragraph 12, Participant Fees, of the Additional Provisions, in its entirety (See Exhibit I, Sample Contract). For consortiums, the lead agency must also provide a clear, separate budget narrative for all consortium members justifying each expense item identified on each budget. The proposal must include a separate set of budget forms and budget narrative for the approximate thirty-six (36) month project period for each type of service. Thus, the proposal will include four (4) separate sets of budget forms and accompanying budget narratives for residential medical detoxification services, residential services, day care habilitative services and outpatient treatment services, respectively, for each fiscal year, for three fiscal years. Budgets should clearly reflect the projected costs for each type of service (i.e., residential medical detoxification, residential treatment, day care habilitative and outpatient treatment services). Other fees, such as Administrative Fees for lead agencies will be considered and should be listed separately, but since this is a competitive selection process it is most likely that the proposal without such fees or the lowest qualified bid could be scored higher. **Exhibit V, Instructions for Preparing Budget and Narrative Forms**, has been provided to guide the proposers in completing these budget forms."

13. Section IX, 'EVALUATION AND SELECTION', Paragraph B, first line after point percentages, shall be revised to read as follows:

"The highest possible final score per proposal, representing the sum total of all these component scores, is 1000 points or 100 percent. The lowest possible passing score, or minimum score, representing the sum total of all these component scores is 700 points or 70 percent. If not enough passing scores are identified for a particular SPA, County shall have the option to consider using other proposers from different SPAs that have obtained a passing score, but have not been selected to cover the services in that SPA."

Proposers shall take into account these revisions, and submit their RFP proposal response as appropriate.

Sincerely,



Gary T. Izumi  
Chief, Contract Development and Processing Division

c: John Viernes, Jr.  
Wayne Sugita  
Dorothy de Leon  
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